

CHAPTER 8 - ADULT PAROLE OPERATIONS

ARTICLE 39 - PAROLE AGENT EQUIPMENT

Effective August 30, 1989

Revised August 1, 2014

85050.1 Policy

Standard Equipment

Each Parole Agent is furnished with the following standard equipment.

- Pair of handcuffs and keys.
- "Ready bag."
- Parole Agent badge.
- Identification card.
- Parole Agent windbreaker-type jacket.
- Parole Agent tactical mesh vest.
- Protective Vest.
- Oleoresin Capsicum MK3 canister.
- Firearm, holster, and ammunition carrier, if requested by a Parole Agent hired prior to January 1, 1988. All Parole Agents hired after January 1, 1988 will be furnished these materials.
- Department of Motor Vehicles Form INV 171, A Card.

The Parole Agent will retain above issued equipment upon transfer.

Safety Equipment

Each Parole Agent assigned a State vehicle is furnished with the following safety equipment:

- Set of reflectors.
- Jumper cables.
- Fire extinguisher.
- Flashlight.
- First-Aid kit.

Optional Equipment

Each Parole Agent is issued the following equipment if there is a need related to climate or other special conditions:

- Fog lights.
- Studded snow tires.
- Spotlight (plug-in type).
- Blanket.
- Automobile hood lock.
- Locking gas cap.

Approval for optional equipment items may be granted by the Unit Supervisor. Approved items, with the exception of snow tires, are ordered by the Unit Supervisor on a STD Form 5. Snow tires are ordered through the nearest State garage.

If General Services reassigns a vehicle, the Unit Supervisor will retain any optional equipment and assign it to another parole unit vehicle.

Parole Unit Equipment

The following items will be assigned to each parole unit and subunit:

- Two sets of leg irons.
- Two sets of waist chains with attached handcuffs, padlock and keys.

Each parole unit will establish an equipment log to track the usage of parole unit equipment. When using parole unit equipment for an arrest or transport, the Parole Agent will complete and sign a unit equipment log.

85050.2 Parole Agent Attire Policy

Because of many confidential investigatory and supervisory activities of a Parole Agent, no uniform is to be worn by Parole Agents. GC 19850 (a) describes a uniform as "...outer garments excluding shoes, which are required to be worn exclusively while carrying out the duties and responsibilities of the position and which are different from the design or fashion of the general population. This definition includes items that serve to identify the person, agency, functions performed, rank, or time in service."

The Department shall furnish all protective equipment required to be worn. Protective equipment is described in GC 19850(d) as "...equipment or attire worn by law enforcement personnel for the purpose of protecting themselves or the public from overt actions of others or to assist in the carrying out of related duties..."

85050.3 Belt Badge Policy

Parole Agents may, while assigned to the Division of Adult Parole Operations (DAPO) wear a belt badge subject to the following requirements:

- Badge and badge holder must be purchased at Parole Agent's expense. When the Parole Agent leaves DAPO, CDCR will purchase the badge and badge holder at current replacement costs. Parole Agents who retire may keep the badge and holder so long as word "Retired" is placed on the badge at employee's expense.
- If the Parole Agent leaves DAPO (other than through retirement), the Unit Supervisor will take the belt badge and departmentally issued badge and note possession on employee's equipment record. The Parole Agent will submit an expense via the California Automated Travel Expense Reimbursement System, showing current replacement cost of badge and holder. Before approving the expense claim, the Unit Supervisor will verify current cost of the badge and holder with the vendor.
- The badge must meet the same specifications and have the same number as the one issued by CDCR except that the badge may be molded so it can be worn on a belt.
- A letter of authorization must be prepared and signed by the Unit Supervisor before the badge can be purchased.
- The badge must be inspected by the Unit Supervisor to assure that it meets all requirements. The Unit Supervisor will also note on the employee equipment record that the Parole Agent has purchased a belt badge.
- The badge must be concealed while worn, except when: The Parole Agent is in another law enforcement facility where continuous identification is required; in a field situation when continuous identification as a Parole Agent is required for safety; or when a firearm is unholstered or otherwise displayed.

85050.4 Retention of Equipment Policy

Parole Agents will retain individually assigned safety equipment issued to them until separation from employment within DAPO or as otherwise instructed.

85050.5 Equipment Responsibility Policy

Parole Agents are responsible for all items assigned to them. If a Parole Agent separates from DAPO, the last paycheck will not be issued until all equipment has been returned. Optional equipment issued to a Parole Agent will be retained in the Parole Agent's vehicle and will be the Parole Agent's responsibility as long as the vehicle is assigned to that person. If a Parole Agent is reassigned, optional equipment will be returned to the Unit Supervisor who will assume responsibility for it until reassigned to another vehicle.

The Parole Agent may be required to reimburse the State for the cost of replacement equipment for losses due to negligence or culpability.

85050.6 Use of Private Automobile Policy

A Parole Agent may be allowed to operate a private automobile on official State business and receive reimbursement if authorized by the Unit Supervisor. The Parole Agent must have on file

in Headquarters Accounting, a STD Form 261, Authorization to Use Privately Owned Vehicles on State Business, before permission is given.

85050.7 Home Storage of State Vehicle Policy

Upon date of employment and annually thereafter, all Parole Agents issued a Home Storage Permit shall, complete and have on file a Department of General Service STD Form 377, Home Storage Request/Permit.

85050.7.1 Home Storage of State Vehicle Procedures

Parole Agent (Date of Employment and Annually Thereafter)

Completes Department of General Service STD Form 377 and provides to Unit Supervisor.

Unit Supervisor (Upon Receipt)

Sign form and forward to the Regional Administrator.

Regional Administrator (Upon Receipt)

Sends completed form to Department of General Services, Office of Fleet Administration.

85050.8 Identifiable Clothing Policy

Each Parole Agent, Unit Supervisor and Parole Administrator will be issued both a DAPO windbreaker-type jacket and a tactical mesh vest that clearly identifies the wearer as a Parole Agent. Both the windbreaker-type jacket and the tactical mesh vest are to be worn only by the person to whom they are issued while on duty in situations where the Parole Agent's safety is enhanced by being continuously identified as a Parole Agent and peace officer, or as otherwise approved by the DAPO Director.

Approval to wear the jacket and tactical mesh vest will be by prior planning conference between the Unit Supervisor and Parole Agents who will be involved in the intervention (e.g., arrest, search, investigation). If a situation develops and immediate supervisory authorization is not possible, a Parole Agent may exercise independent judgment as to whether wearing the jacket or tactical mesh vest will increase safety. In such instances the circumstances, including wearing the identifying garments will be reported to the Unit Supervisor at the earliest possible time.

The following are circumstances where authorization to wear the jacket or tactical mesh vest may be granted:

- Arrests, searches or investigations where there is other agency involvement, and where the number of personnel involved make continuous identification important from a management or safety standpoint.

- Situations where there is a parole-related hostage incident and a DAPO Parole Agent is dispatched to the scene as a liaison with law enforcement hostage negotiation and management team.
- While engaged in authorized firing range qualifications.
- Other situations where, in the Parole Agent's or Supervisor's judgment, identifiable attire increases the Parole Agent's safety.

Under no circumstances will the jacket or tactical mesh vest be worn in off-duty situations.

Storage

The jacket and tactical mesh vest will be stored in the parole unit, or in the trunk of State or private vehicle authorized for use on State business. If carried in the trunk, the jacket and tactical mesh vest will be stored in such a way as to minimize soiling. Under no circumstances will the jacket and tactical mesh vest be stored in the Parole Agent's home.

Unit Supervisors and Parole Administrators

Unit Supervisors and Parole Administrators will be authorized to wear the jacket or tactical mesh vest only when they are required to go to field situations where continuous identification is necessary from a management or safety standpoint; e.g., responding to a hostage situation, conducting an investigation at the scene of a shooting, or as tactical commander of an arrest situation where other agencies may be involved.

85050.9 Protective Vest Policy

Protective Vests are designated as safety equipment. Protective Vest types include Ballistic Vests, Combination Vests, and Stab Resistant Vests. Parole Agents, Supervisors, and Parole Administrators shall wear Protective Vests in situations when safety and effectiveness will be enhanced by the wearing of the Protective Vest.

The DAPO Director shall determine when a Protective Vest shall be worn by DAPO staff while on duty. In addition, the DAPO Director determines the following:

Wear requirements such as concealed or unconcealed.

Storage requirements.

Accountability and replacement requirements.

DAPO peace officer staff shall ensure the vests, not the inserts, are laundered when required.

85050.10 Property Control Policy

One person in each parole unit shall be assigned responsibility for control and accountability for property.

85050.11 Revisions

The Deputy Director, DAPO shall ensure this section remains current and accurate.

85050.12 References

CCR §§ 3276, 3291

DOM, Section 33020.16

PC §§ 830, 830.5

GC, Section 19850

State Administrative Manual 8643